

Don I. Wortman (fyi) [initials]

DD/A Registry

79-2405

17 July 1979

DD/A Registry

File Personnel

MEMORANDUM FOR: Director of Finance
Director of Personnel
Director of Training

FROM : Don I. Wortman
Deputy Director for Administration

SUBJECT :
Presidential Management Intern

1. The Presidential Management Intern Program (PMIP) was established by Executive Order 12008 on 25 August 1977. It is designed to attract to the Federal Service men and women of exceptional management potential who have received special training in planning and managing public programs and policies. The program's goals are to match the interests of those individuals desiring public service careers with the high priority needs of Federal departments and agencies. Last year, since it was a new program, the Agency sponsored one Intern. This year, in view of our excellent experience with last year's Intern, we are hiring two and possibly three Interns, each of whom will undergo different rotational assignments.

2. has been selected as the second Presidential Management Intern this year and will be assigned to the Directorate of Administration for the two-year internship period. comes to the Agency with excellent credentials as noted on his PMIP nomination form



STAT 3. Based on his background, it is planned that during the first year [redacted] internship, he will rotate on a series of interim assignments of four months duration to each of your Offices. He is being hired at the GS-09, Step 1 level. With an entrance-on-duty date of 16 July 1979, the following schedule has been developed [redacted].

| | |
|---------------------|-----------------------|
| Office of Finance | 30 July - 30 November |
| Office of Training | 3 December - 28 March |
| Office of Personnel | 31 March - 1 August |

STAT It is hoped that during the period he is with each of your Offices, he will be briefed, trained and given meaningful work assignments which will challenge his abilities. At the end of the assignment, we would like a narrative assessment [redacted] experiences and performance while assigned to your Office. Upon completion of the interim assignments and training period, a determination will be made as [redacted] assignment for the final year of the internship.

STAT However, as of now it is anticipated that he will spend the second full year of the program on assignment to one specific Office in the Directorate of Administration.

STAT 4. [redacted] also will be scheduled for several formal internal OIR training courses which will be worked around or within the detail period. The following courses have been identified as being of particular value to a new employee of the Agency:

- Introduction to CIA
- Administration Directorate Review:
 - Trends and Highlights
- CIA Financial Systems
- CIA Today and Tomorrow
- Fundamentals of Supervision
- Fundamentals of Administration
- Freedom of Information & Privacy Act Seminar
- Introduction to EDP
- Information Science for Managers

Leadership Styles and Behaviors
Management for Equality of Opportunity
Writing Better Reports

Since definite dates have not been established during FY-80 for the above courses, the DDA Training Officer will be in contact with your Office as soon as the dates are available in order to coordinate the above training program.

5. I have been deeply involved in the Presidential Management Intern Program and believe it offers the Agency an excellent opportunity to locate and hire high caliber personnel. The success of the Program will be measured partially by the retention of the Interns following the internship. Their interest in making the Central Intelligence Agency a career will be based on the experiences they encounter during their internship. Accordingly, I hope that you will take a personal interest in the Interns and make their assignments worthwhile endeavors. If you have any questions, please call the DDA Career Management Officer

STAT

[Redacted]

[Redacted]

STAT

for Don I. Wortman

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